Implementation Plan for One NASA

Action 5e: New Employee Orientation

Action Recommendation: (*restated from report)*

Develop an Agency-level web-based orientation site for all new employees. This would include information about NASA as an Agency and information about each Center and how each Center fits within the overall Strategic Plan.

Goals:
1. Implement a permanent process that informs all new employees of Agency vision, mission, and values and introduces them to the Agency's capabilities as a whole.

Implementation Approach

Current state:
Each NASA Center develops and manages their own orientation program. Center programs vary in providing information on Agency vision, mission, values, and goals, as well as information on each Enterprise and Center.

Future state:
Agency-level information is essential to ensuring that each new employee understands how his or her work contributes to NASA. Early access to this information will help establish employees with a broader understanding of the Agency as a whole from the onset. Given this vision, it is proposed that a web-based orientation tool be produced versus the brochure as stated in the One NASA Recommendations. New employees will be provided as part of their initial orientation, access to an agency-wide web-based orientation system with Agency-level information on our vision, mission, and values. Center-specific information will be provided as well, along with examples of cross-Center collaboration and teamwork we are building within the Agency.

Approach:
The overall approach to Action 5e is to audit current orientation methodologies at the Centers and Headquarters and then provide recommendations and implementation support for production of standard Agency orientation materials available via the web that will broaden new employee's perspectives on the Agency. Code F and the Center Human Resources Directors will create a dedicated team to be responsible to plan and manage this effort with support from the One NASA Team, and other key stakeholders.

Actions Summary:
This plan represents a master plan for Action 5e to be augmented by detail implementation plans as defined below.

Action	Target Complete (Q, FY)	New Resources Req'd	Responsible	Supporting
1. Establish an Agency-wide team to assist with this action. Include Public Affairs on an ad hoc basis.	1Q, 2004	-	Code F	Center HRs & One NASA
2. Evaluate existing materials, formulate new recommendations for web-based orientation system, present this to Code F. /HR Steering Committee.	3Q, 2004	-	Agency New Orientation (ANO) Team	Code F & One NASA Team
3. Initiate production of written content.	3Q, 2004		ANO Team	Center HRs & One NASA
4. Initiate production of web-based orientation system.	4Q, 2004	TBD	ANO Team & JSC	Center HRs & One NASA
5. Open agency-wide web-based orientation system.	4Q, 2004		JSC	ANO Team
6. Transition responsibilities to Center HR's for implementation.	1Q, 2005	-	Center HRs	ANO Team

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Milestone Description:

1.	Establish Agency-wide Team	Code F will establish an Agency-wide team to assist with this action. Team will be responsible for benchmarking, production of recommendations & content, and ensure implementation. Include Public Affairs on an ad hoc basis.
2.	Evaluate existing materials, formulate new recommendations for web-based orientation system, present this to Code F/HR Steering Committee	HR team will evaluate all material from individual centers. They will specifically benchmark current orientation program to understand practices and current NASA messages. During this process, the team will identify information to be included in orientation and formulate recommendations for an agency-wide web-based orientation system. This will be presented to Code F/HR Steering Committee.
3.	Initiate production of written content	Using the Agency New Orientation team, begin identifying appropriate links and preparing written content for the web site.
4.	Initiate production of web-based orientation system with JSC support personnel	Initiate production of new agency-wide web-based orientation system to convey One NASA message using an established partnership with JSC support personnel.
5.	Open agency-wide web-based orientation system	Open agency-wide web-based orientation system to all employees.
6.	Transition responsibilities to Center HR's for implementation	Transition new orientation system responsibilities to Center HR organizations.

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Action Schedule

Calendar Year	2003	2004			
	Q4	Q1	Q2	Q3	Q4
1. Establish an Agency-wide team		☐			
2. Benchmark, form recommendations, to F and HRSC				☐	
3. Initiate production of written content				☐	
4. Initiate production of web-based orientation system					△
5. Open agency-wide web-based orientation system..					
6. Transition responsibilities to Center HR's.					△

Constraining Actions:
Potentially access to necessary resources for short tem contractor support – see discussion below.

Full Resource Requirements:
The resources necessary to accomplish this plan may already exist. The Office of Human Resources currently has an existing partnership with JSC OHR which may be capable of developing the web site. Based on preliminary requirements, JSC OHR will determine the support resources needed and if additional funding will be required to support this effort.

Metrics and Measures:
1. Are we meeting the milestones outlined in the plan (OUTPUT MEASURE)
   - Survey new employees to get feedback on information content, web site organization, and suggestions for improving the web site.
2. Is orientation on content effective?
   - Develop process to obtain feedback on effectiveness of content included in orientation system.